

VDU Renewal and Compliance Checklist

Owner's Name: _____

Property Address: _____

APN: _____

Property Manager: _____

The following information must be included when submitting your 2016-17 VDU application:

- ☐ Annual Renewal Application fee: \$300.00
- ☐ Site plan to scale showing structures, OWTS location and off-street parking areas.
- ☐ Floor plan to scale showing bedrooms & total square footage.
If the VDU is not the entire property, then the floor plan must indicate the portions of the home that will be used as a VDU and any areas of the home that will be "shared use" between the VDU guests and long term tenants or owners.
- ☐ Copy of Rental Agreement addressing all requirements of VDU Ordinance.
- ☐ Proof of general liability insurance covering VDU use of your property in the amount of \$1M.
Note: Residential Homeowner's Insurance does not normally cover VDU use.
- ☐ Signed and dated VDU License Indemnification Agreement
- ☐ Name & phone number of local contact person. (must reside within 25 miles of Trinidad)
- ☐ 24/7 emergency contact phone number (must be prominently displayed inside the VDU)
- ☐ A copy of your current OWTS permit. OWTS renewals and fees are due three months prior to expiration of your current permit. At that time, a new owner questionnaire, renewal fee and inspection report by a licensed contractor will be required.
- ☐ Sign compliance: Provide a photo of the VDU sign along with dimensions.
From the Ordinance: A single sign, legible from the property's street frontage, and no greater than 3 square feet in size, may be attached to the VDU structure or placed immediately adjacent to the front of the VDU structure. The purpose of the sign is to notify the public that the structure is or contains a VDU. The sign must provide 24-hour emergency telephone contact number for complaints and a business telephone number for persons seeking information on the VDU.

CITY OF TRINIDAD

**VACATION DWELLING UNIT LICENSE
INDEMNIFICATION AGREEMENT**

I, _____, do hereby agree to indemnify, defend, and hold harmless the City of
(Print Name)
Trinidad and its officials, staff, and contractors from any and all claims and liability of any kind whatsoever
resulting from or arising out of the licensing of a Vacation Dwelling Unit at my property located at
_____ in the City of Trinidad.
(VDU Address)

EXCEPTIONS

This Indemnification Agreement does not apply to expenses, claims, and liability incurred on account of the City of Trinidad, its agents', or its employees' conduct which is finally adjudicated to have been:

- (1) An act or omission that involved intentional misconduct; or
- (2) Not resulting or arising from the licensing of a VDU; or
- (3) If a final decision by a court having jurisdiction in the matter determines that such indemnification is not lawful.

NON EXCLUSIVITY

The indemnification rights granted to the City of Trinidad under this agreement shall not be deemed exclusive of, or in limitation of, any rights to which the City of Trinidad may be entitled under California law.

GOVERNING LAW

This agreement shall be governed by the laws of the State of California.

ADDRESS

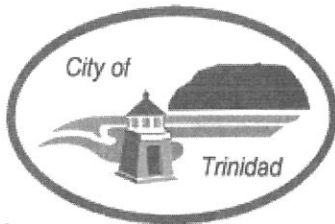
Any notice, demand or other communication to the VDU Applicant under this agreement may be addressed to the VDU Applicant at the address listed as the contact address on the VDU License Application or at any other address designated by the VDU Applicant in writing.

Name of Property Owner

Signature

Date

City of Trinidad
P.O. Box 390
Trinidad, CA 95570
(707) 677-0223



Dan Berman, City Manager
Gabriel Adams, City Clerk

2016-2017 VACATION DWELLING UNIT LICENSE RENEWAL APPLICATION

Background: Operation of a vacation dwelling unit (VDU) in the City of Trinidad requires a VDU License, which must be renewed annually. This license renewal application form, when fully completed and signed below by an authorized City staff person, shall serve as your VDU license for 2016-17. Please review the VDU Ordinance (2014-01) and contact City staff if you have any questions.

I. Vacation Dwelling Unit Information

VDU Street Address: _____

VDU 'Marketing Name' i.e. 'Trinidad Cottage': _____

Property Management Company: _____

24 Hour Emergency Contact Name and Number: _____
(This number will be shared with neighbors of the VDU)

Property Owner(s) : _____ **Phone:** _____

Owner's Mailing Address: _____ **Sales Tax ID:** _____

Number of Bedrooms: _____
(Floor Plan must be included) * Only include bedrooms that are part of the VDU

Total Interior Square Footage: _____

Number of Off Street Parking Spaces: _____
(Site Plan showing parking locations must be included)

Maximum # of VDU Occupants Proposed: _____
(Generally two occupants per bedroom plus two additional, see Ordinance)

Number of Long Term Inhabitants sharing the property with VDU guests: _____
Please indicate if anyone else will be residing at the property while in use as a VDU (owner or long term tenant)

II. Annual Renewal Fee: \$ 300

The renewal fee is due with this License Renewal Application by June 6th 2016. Note: The City Council may revise the annual renewal fee by Resolution. To ensure proper credit, make check payable to: City of Trinidad, P.O. Box 390, Trinidad, CA 95570

III. Proof of Insurance and Indemnification

Attach proof of general liability insurance applicable to VDU activity* in the amount of at least one million dollars, combined single limit.

**Typical residential homeowner's insurance does not cover VDU activities in your home, and therefore may not meet this requirement. Please consult with your insurance provider to confirm that you have coverage for VDU use of your home.*

Attach an executed copy of the included indemnification agreement that serves to indemnify, defend, and hold harmless the City from any and all claims and liability resulting from or arising out of the licensing of this VDU.

IV. Additional Required Information

The following information must be included to accompany this application:

- 1) Site Plan, showing available parking (form attached)
- 2) Floor Plan, showing bedrooms and overall square footage (form attached)
- 3) Copy of the standard rental agreement in use for the VDU
- 4) Proof of Insurance, and Indemnification Form (see above)
- 5) Copy of current OWTS Permit
- 6) Completed VDU Compliance Checklist

*If only a portion of the home will be used as the VDU, your Floor Plan needs to clearly indicate which areas of the make up the VDU. If you want to have flexibility in the VDU (i.e. the whole house part of the year, and half the house part of the year) then you need to be very clear about the possible layouts. The occupancy and parking requirements will vary, and your license will need to include these details.

V. Certification

I hereby certify under penalty of perjury that:

I am the owner, or an authorized agent of the owner, of the VDU described in this application, and that;
The information included with this application is true and correct, and that;
I will operate this Vacation Dwelling Unit in accordance with Ordinance 2014-01 of the City of Trinidad.

Signature: _____ Date: _____

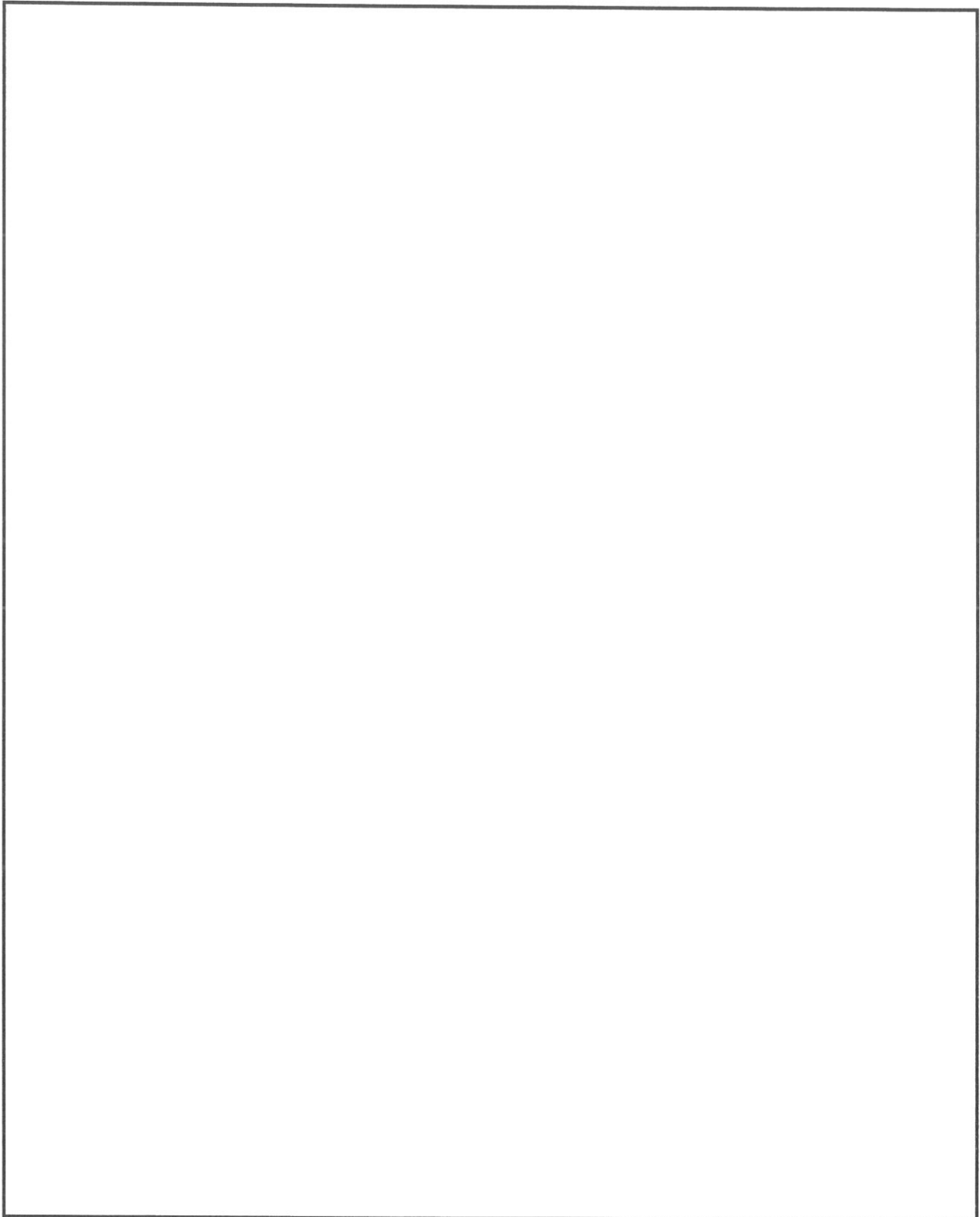
Print Name and Title: _____

Indicate if you are the Property Owner, or Agent? _____

Official Use Only: License No: _____ Issue Date: _____ By: _____

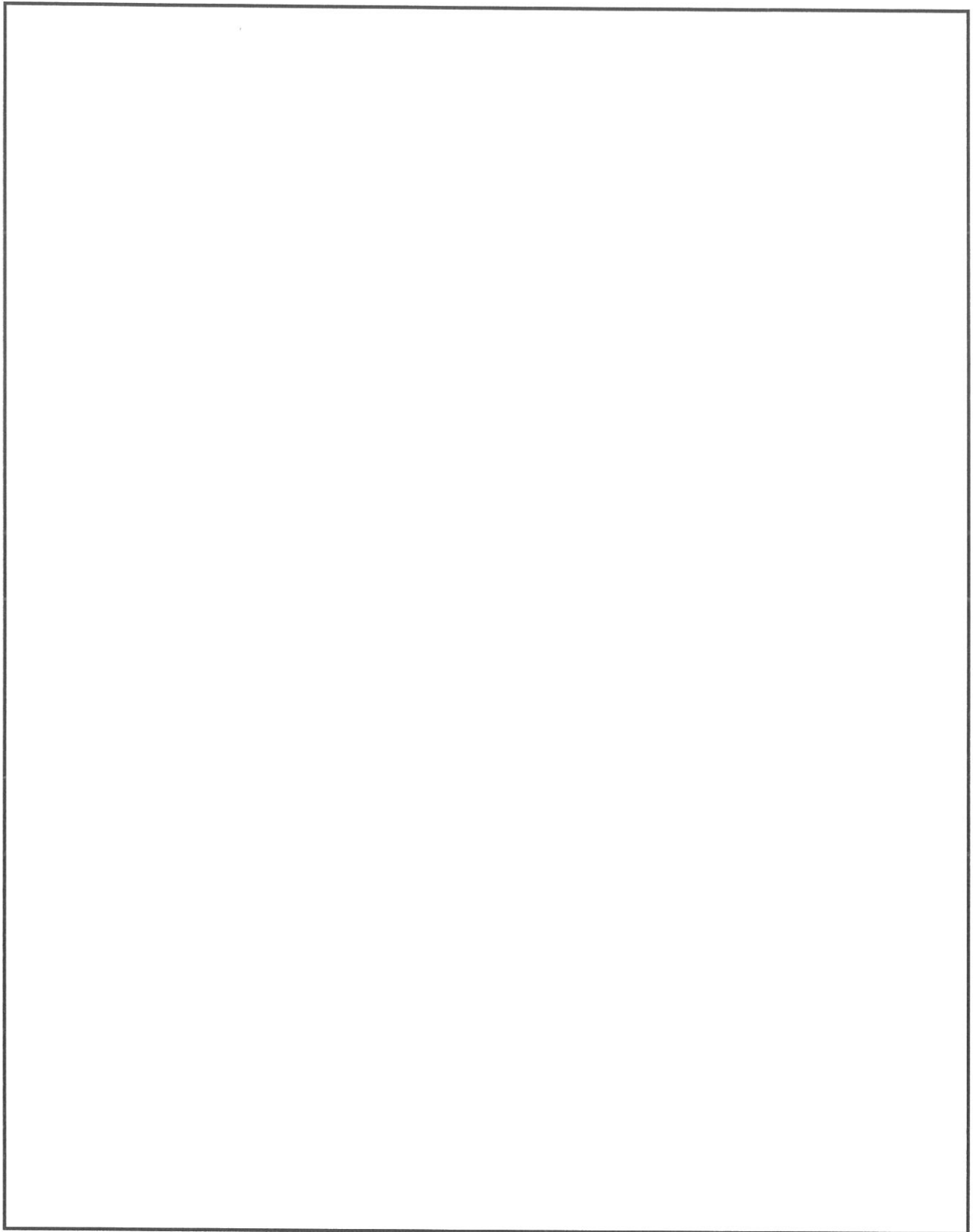
Number of Occupants Allowed: _____ Parking Waiver (Y/N)? _____

SITE PLAN



*Site Plan does not need to be professionally prepared, but must be roughly to scale and show all structures, OWTS placement and available off street parking for the VDU.

FLOOR PLAN



*Floor Plan does not need to be professionally prepared, but must be roughly to scale and clearly illustrate the number of bedrooms. If the VDU is only part of the home, please clearly indicate what part of the home comprises the VDU and any shared areas between the VDU and long term residents.